



Position Announcement

Opening Date: June 10, 2015
Closure Date: Open until filled
Position Title: Executive Assistant
Salary: approximately \$8,387 annually plus benefits

The United States Peace Corps program in Timor-Leste seeks a qualified and motivated candidate for the following full-time position: **Executive Assistant**

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Timor-Leste to be assigned to Districts to work with communities on development projects. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov. The **Executive Assistant** will work under the supervision of the Country Director (CD) supporting the entire Peace Corps Timor-Leste Program duties include but are not limited to:

- Provide executive-level secretarial, administrative and programmatic support to the Country Director and other staff as required
- Advises CD on issues of local protocol procedures
- Prepares confidential documentation to the Embassy and Ministries, including preparing diplomatic notes for visa renewals
- Assists with communication with the Peace Corps Volunteers (PCVs) and Peace Corps Trainees (PCTs), arranges meetings, attends trainings, assists with surveys and provides general support to PCVs
- Prepares for new arrivals of American staff and Peace Corps Trainees
- Maintains a database of all in country articles related to Peace Corps
- Prepares welcome books for new arrivals and visitors
- Maintains files for all CD's correspondence and administrative files for U.S. Direct Hires.
- Receives and distributes mail
- Responsible for organizing official travel of CD (in-country and international)
- Serves as focal point for coordinating Peace Corps/Timor-Leste webpage and Facebook content and posts

Mandatory Qualifications

Education: Bachelor's degree desired

Professional Work Experience: Minimum 3 years of related work experience in clerical, administrative, and/or office management. Experience with a U.S. government or other international agency highly desired.

Language: Fluent in speaking, reading, writing and understanding English and Tetun is required for full consideration.

Skills and requirements:

- Excellent interpersonal communication and organizational/time management skills.

- Must possess and demonstrate high quality composition, personal organization and time management skills.
- Knowledge of Facebook or other social media.
- Proactive attitude and flexibility.
- Ability and willingness to follow directions and training from supervisors.
- Polite manners, professionalism and sense of discretion under all circumstances.
- Experience working in a cross-cultural setting as a part of an intercultural team.
- Ability to work under time constraints and manage various projects.
- Must be computer literate and proficient with various software applications including Microsoft Word, Excel, desktop publishing, and other software relevant to the duties of this position.
- Must dress in a neat and clean manner and be professional in dealing with the public.
- Must meet with US Embassy security clearance requirements.

Important! Applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications. Qualified and interested candidates should send a description of their qualifications, CV by e-mail to easttimorpc@peacecorps.gov Please state in the subject line of the email: **Application for Executive Assistant**

The Peace Corps is an equal opportunity employer. Closing date: Open until filled. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.